Chapter 11

Prepare an Enlistment Packet

11-1. General.

a. Completing a quality enlistment packet is one of the most important tasks you must accomplish. Attention to detail is a must to ensure an accurate enlistment packet and the smooth processing of your applicant through MEPS. The information that you enter here will also feed reports to higher echelons.

✓ If a process is not listed here, please review the table of contents for information on that subject or screen.

b. Before we get started, let's discuss what screens you should use based on the status of the record you are processing. There are some screens that you will not use until the applicant is starting to process for enlistment. If you remember from other chapters we identified five different record statuses. However, we are only going to worry about the first three: Lead, prospect, and applicant. When you think about it, once the record has a status of DEP or Delayed Training Program (DTP), that individual is already processed for enlistment and is waiting for training to start. Maybe the information below will help identify what screens should be used with the different record statuses.

(1) A record that has a Lead status should have the Lead Information and Contact History screen. You can use the Prequalification screen during your initial contact, but you can complete it during your initial appointment.

(2) When you change the status to Prospect, you will want to complete the Contact History, Prospect, Prequalification, and the Sales Presentation screens. The last two screens are not required, but should be completed to record the information that you captured during the interviews.

(3) The last record status that we will cover is Applicant. You will need to complete the remaining screens to complete the individual's enlistment packet. You will see that most of the data you collect is for the applicant's security clearance application.

c. This chapter is a little different than that of the others and will be broken down by major folders and discuss the supporting screens. If a screen function is shown under a folder and not discussed in this chapter, review the table of contents for that specific function. For example, we will not discuss Lead Record or Contact History in this chapter, but we did dedicate separate chapters covering those functions.

(1) Process from Lead to Applicant.

(2) Projection folder.

(3) Administration folder.

(4) Screening folder.

(5) Personal folder.

(6) Background folder.

(7) Family folder.

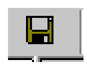
(8) Packet Preparation folder.

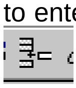
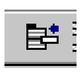
(9) EPSQ folder.

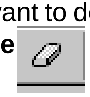
d. Take a few minutes to review the different folders under the **ARISS-RWS** tab. Where you see the plus sign next to a title, it identifies additional screens. When you see a screen or screen field that is grayed out, no data can be entered. This information may have been replicated down from another source.

e. The ARISS-RWS Leads-Reports application was designed as a one-time data entry application. In layman terms, once you enter data on one screen it will automatically populate that data to other screens. This is one of the reasons that we recommend you follow the process that will be discussed below. We will not discuss every entry for every screen. Remember, if you see a drop-down arrow, you must select the data listed in the drop-down. Whenever there is a free text field, do not use any punctuation or characters in that field. In most cases this information is already coded within the application.

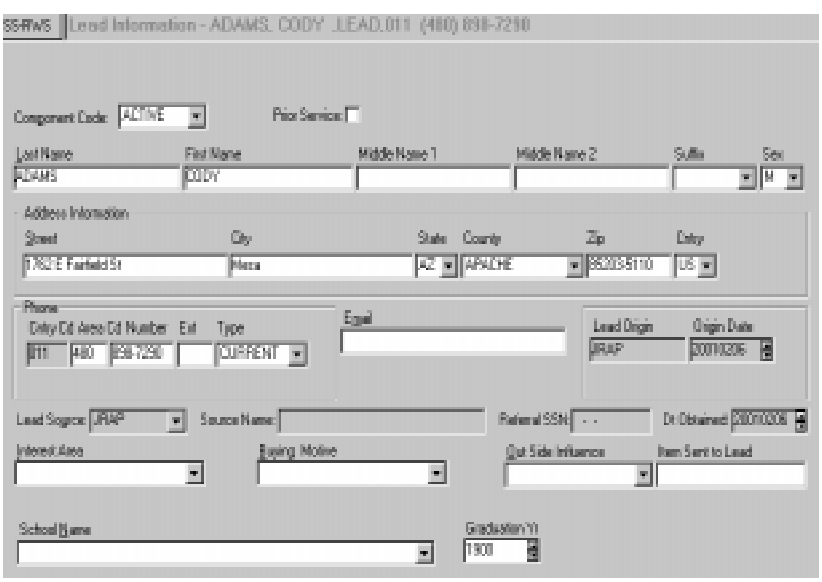
✔ During this process you will be instructed to do specific actions. To eliminate the redundancy of showing these steps over and over, we have identified the most common ones below.

-- When you are instructed to save the information you can click on **File** from the menu bar and then click **Save** or you can just click on the **Save** icon. 

-- In several cases you may need to enter additional information in the same field. For example to enter multiple addresses (current, home of record, temporary) in the address line you will need to add or insert a row for each additional address. To do this, simply put the blinking cursor in the field that you want to enter new data and click on **Edit** and then click on **Add** or **Insert** or you can just click on the **Add** icon  or **Insert** icon. 

-- To delete information in a free text field, put the blinking cursor in the field that you want to delete the data and click on **Edit** from the menu bar and click on **Delete** or you can just click on the **Delete**  icon.

11-2. Process from lead to applicant.

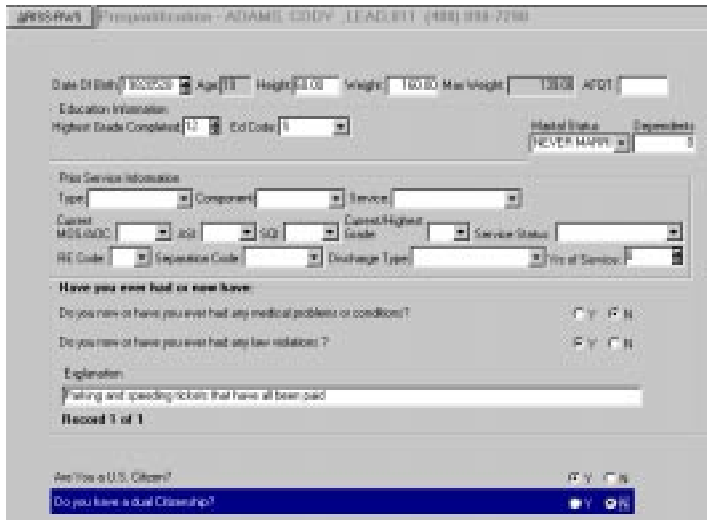


a. Now that we have covered some of the routine steps that you will encounter, we now need to start working our records. We have covered the Find screen in previous chapters, so we will assume that you know how to locate and open a record that you want to work on. Once a record is opened, the first screen you will view is the Lead Information or Prospect Record, depending on the record status. Let's start at the beginning and review the Lead Record. Click on **Lead Record** if not already opened.

b. This is Cody Adams' lead information record. We are going to use his record as an example in this chapter. Once the record opens ensure there is a **Lead Source** entered. If you are calling this individual you may need to make a mental note to obtain the missing information during your telephone call.

c. Today you made a call to Cody and discussed how the Army could help him meet his goals. He has agreed to meet with you tomorrow to discuss these opportunities further. While you were talking he provided information about his education and other personal information.

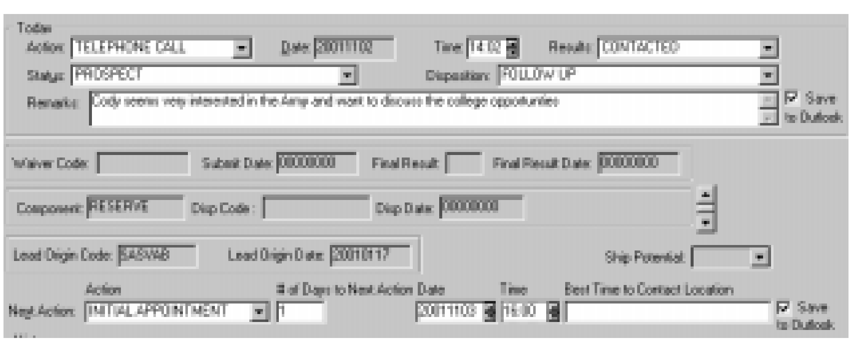
d. During your conversation you enter any missing information on the **Lead Information** screen. Now click the **ARISS-RWS** tab and click the **Prequalification** icon. Prequalification is done to ensure that you're talking to an individual that meets the basic enlistment qualifications. You wouldn't want to make an appointment with a person who has something that would immediately disqualify them. Prequalification will alert you to any potential problems that your prospect may face during the enlistment process. This should be completed during your initial contact, so try to establish a habit of opening and recording any information during this time. Now enter the data that Cody provided on the **Prequalification** screen.



e. Most of the fields are self-explanatory. Complete the fields that are blank. This is not a required screen, but used as a reminder to ask different questions during your conversation. To move to another field, use the ***Tab*** key. There are four questions that need to be answered with a **Y** (Yes) or **N** (No). If the answer to the first two questions is Yes, you can enter additional information in the **Explanation** field. However, there are other screens that you will need to record specific information on his medical condition and law violations. Now you'll need to **Save** the information that you have recorded in the **Prequalification** screen.

f. In order to record your most recent contact with him, you'll need to bring up the **Contact History** screen. Click the **ARISS-RWS** button and the click the **Contact History** icon.

✔ Every time you work on a record, annotate your actions in the Contact History screen. This will keep your database updated and when replicated show your chain of command that you are diligently working your records.



g. You're going to change the status of Cody Adams from a Lead to a Prospect since he agreed to an appointment. If you were updating his record for a different purpose, you could start with the **Action** window. Click the **Status** drop-down arrow and click **PROSPECT**.

✔ Before you can enter the correct Action and Results make sure you have the correct Status selected.

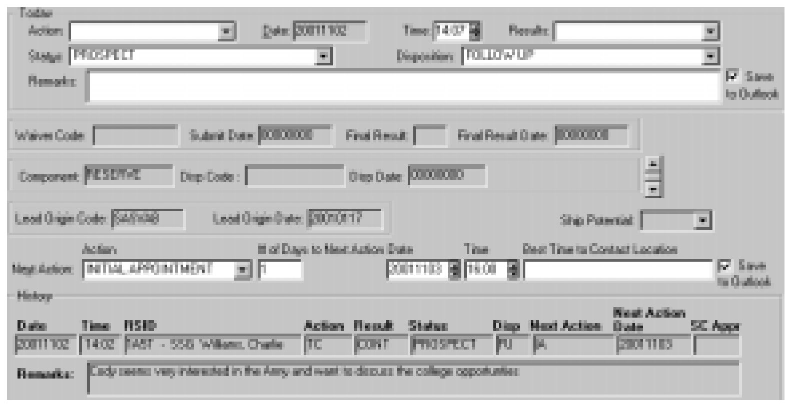
h. Record the **Action** you accomplished today by clicking the drop-down arrow and click on **TELEPHONE CALL**. The **Date** window will default to the date you accessed the record and cannot be changed.

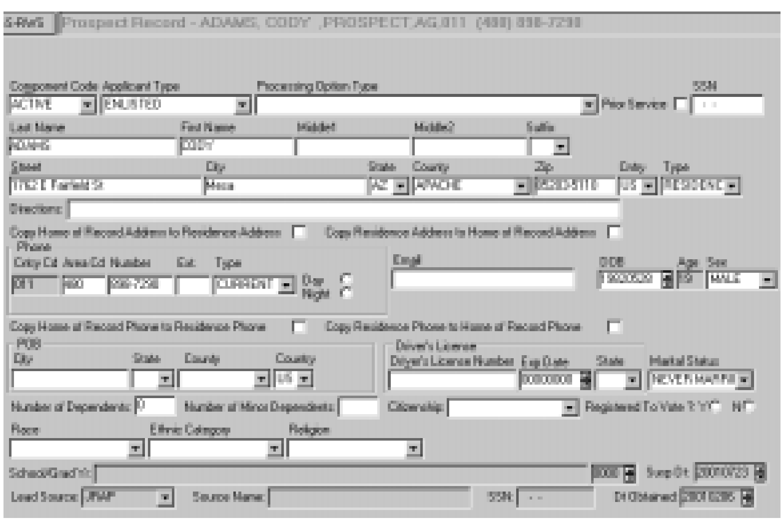
The **Time** will also default to the current time when the record is accessed, however it can be changed. Click the **Results** drop-down arrow and click **CONTACTED**. You can type in any information you've gathered from your telephone conversation with Cody Adams in the **Remarks** section. Now enter your **Next Action** information. Click the **Next Action** drop-down arrow and click **INITIAL APPOINTMENT**.

✔ For your initial interview, always ensure you select Initial Appointment in the Next Action field. You will want to record the Initial Appointment in the Today Action when you actually conduct that initial interview. This will ensure that your lead source analysis report is updated and your SC can key off this for his or her DPR.

i. If there is an entry in the **Next Action** field you will be prompted about replacing the existing next action, so click **Yes**. The system will default to today's date, but you can also change it. The **Best Time to Contact Location** is an optional window. Now **Save** your information.

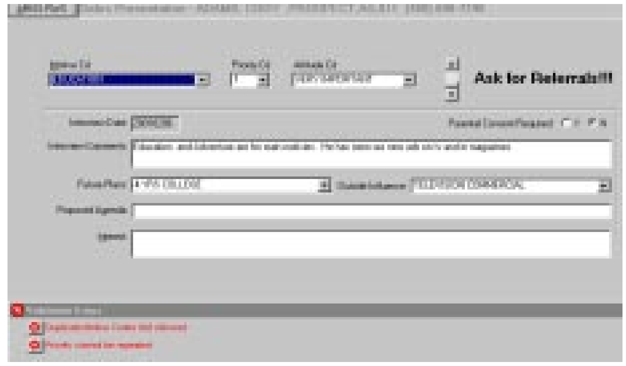
j. You've completed updating the Contact History. The **History** section now reflects the data you've just saved. The information that was recorded in the **Next Action** field will now show an appointment when you open your **Find** screen.



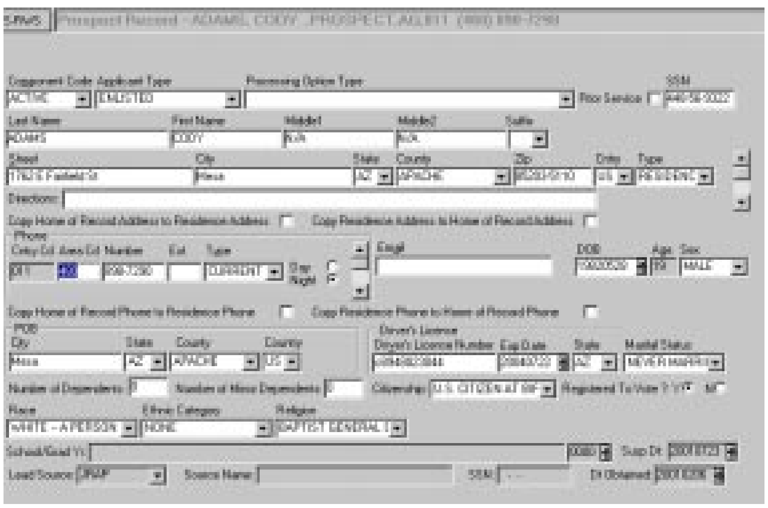


k. For our purpose, it is now the next day and Cody should be coming in for his Initial Appointment. Open his record and this time it will open to the **Prospect** screen. From this point on the application will default to the **Prospect** screen. Review the information recorded on this screen. You can see that information from the previous screens has already populated the **Prospect** screen fields. Take a look at the **Component Code** and **Applicant Type** windows. The **Component Code** will default based on your login, either **ACTIVE** or **RESERVE**. The code can be changed depending on whether the individual wants to enlist for Active or Reserve. The **Processing Option Type** window is where you would note any type of special processing such as the **Band** option or an **IRR** transfer. The other information is self-explanatory. Take a look at the options under **Citizenship**. If the individual is coded anything other than **US Citizen at Birth**, you will need to complete the information on the **Citizenship** screen. You will notice that there is only one line to capture the different addresses and telephone numbers. This is where you would use the **Add** or **Insert** function to record those different addresses. A scroll bar will appear to the right of the fields indicating additional information.

l. In preparation of Cody's arrival, you have the **ARISS-RWS Leads-Reports** application open to the **Sales Presentation** screen and you can have the **Army Sales Presentation** application opened and minimized. This will allow you to show the sales presentation and then, using the ***Alt + Tab*** keys, go and record his attitude and priorities to the different motives. The **Sales Presentation** screen is optional, but when used properly can provide information for you to focus on when trying to convince that difficult individual. The above screen shows a couple of error messages in that you cannot duplicate the Motive or Priority. If this error occurs make the corrections. Once you have completed your presentation and recorded your comments on the **Sales Presentation** screen, click **Save.**

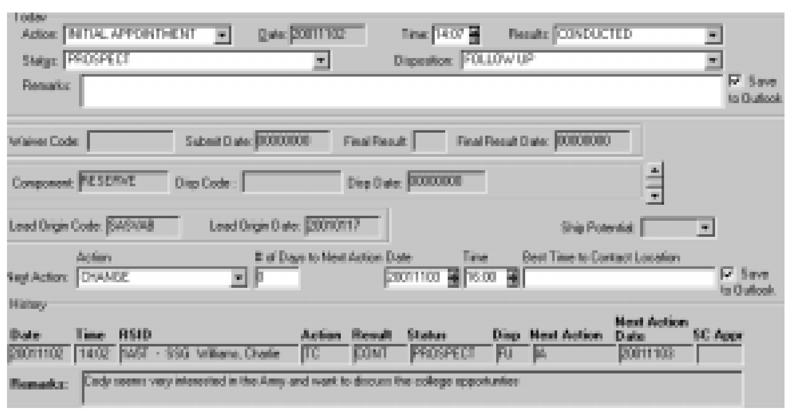


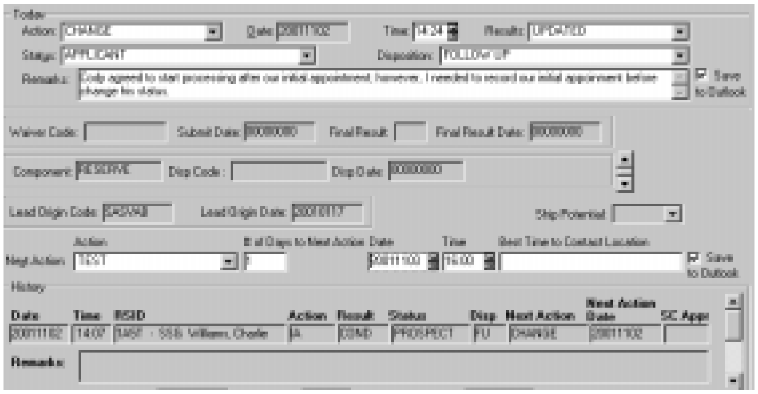
✔ As you can see your laptop has everything available for you in conducting your interview. There is one thing that you have to do that the laptop cannot. I know with technology today, that is hard to believe. But you have to ask the question. Cody do you want to start processing on Tuesday or Thursday?



m. Now go back to the **Prospect** screen and ask Cody those questions to complete the missing information. Once that information is entered click on **Save** to update the **Prospect** screen. A scroll bar appears next to the address and telephone number fields indicating additional information has been entered.

n. If Cody agrees to start processing, then he is no longer a Prospect and his **Status** needs to change to **APPLICANT**. Do you remember where that change needs to be annotated? If you thought of the **Contact History** screen you are correct. But before you change Cody to an applicant, you must record that you conducted your initial appointment. Since there is no action for initial appointment under Applicant, record the action as a Prospect and show the **Next Action** as **CHANGE**. Immediately make the status change and record your action and next actions that your applicant is scheduled for. This will show the progression from Lead to Prospect to Applicant. Click on the **ARISS-RWS** tab and click on





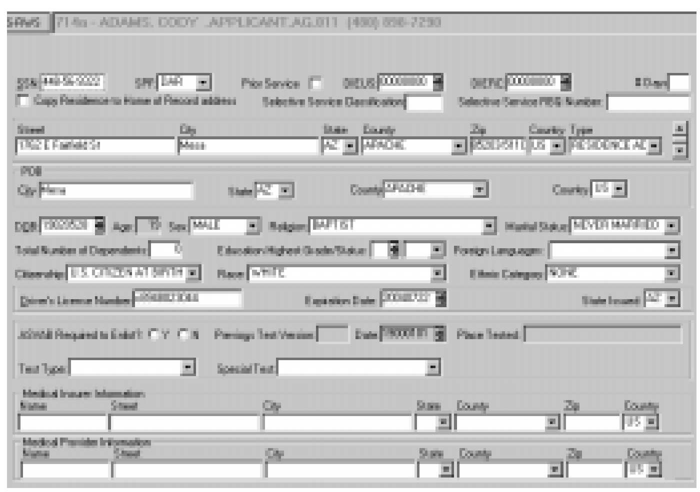
Contact History. If Cody did not agree to process but wants to wait, he will still be considered a Prospect. Enter **Today** and **Next Action** information. Since Cody agreed to start processing we need to change the **Status** to **APPLICANT**. Now complete **Today's Action** and **Results** and record your **Next Action** and **Date**. Click **Save**.

✓ It cannot be stressed enough about the **Contact History** screen. Whether you are doing an appointment or just updating the record, annotate what you did in **Today's Action** and update the **Next Action** fields if necessary. There may be times when you update the record, but the next action does not change.

11-3. Projection folder.

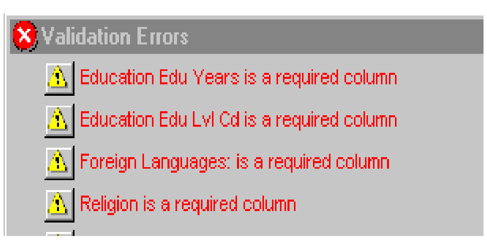
a. Since Cody has agreed to process we need to electronically project Cody to take the ASVAB test and complete a physical. Click on the **ARISS-RWS** tab and click on **PROJECTION**.

✓ The red checkmark next to the screen title indicates you have completed the required data on that screen.

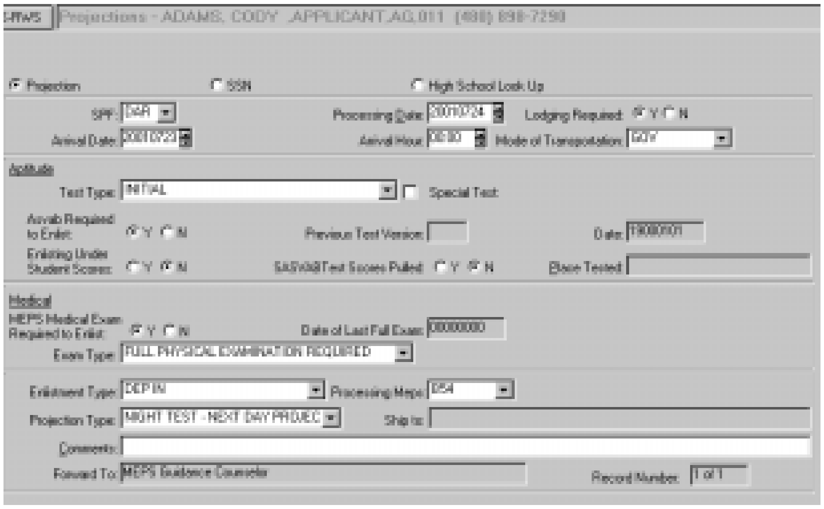


b. Once you click on **PROJECTION**, three other screen titles appear. The **714a** and **Projections** are the two screens that must be completed every time you want to schedule your applicant for further processing. The **Projection Messages** screen will display previous projections replicated to the TOS. There are separate chapters that cover Creating a Projection and Sending a Projection, but this is a critical and simple function if you understand it. Click on the **714a** to create an initial projection.

c. Once you have completed the **714a** there will be no need to update every time you send another projection. You will need to complete this screen only when you are creating the applicant's initial projection. You will notice that most of the information is already filled in. This is the one-time data entry function that is provided by the ARISS-RWS Leads-Report application. Update any missing information and click **Save**.



d. Before we go too far, let's take a minute to discuss a screen that could appear when you try to save the screen information. If you failed to complete a screen field you will see a **Validation Errors** message. This screen will identify those fields that you left blank and



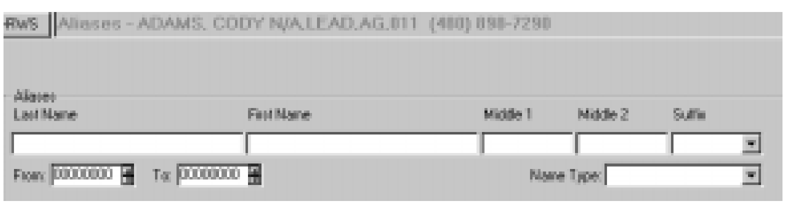
should be completed. If the message is preceded by a yellow triangle this data will be needed to complete the enlistment packet. You will be allowed to save the information and continue. However, if the message is preceded by a red circle with an X in the center, you must enter that information before you can continue.

e. Now click on the **ARISS-RWS** tab and then click **Projections**. You will use this screen more than any other shown in this application.

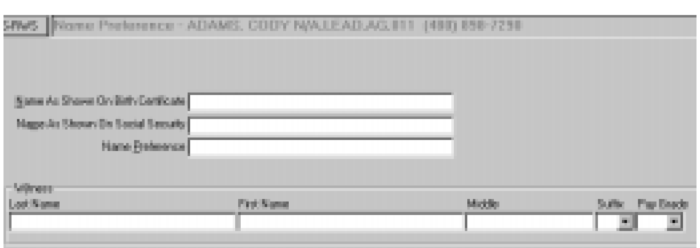
f. To understand the functions of this screen review chapter 7 on creating a projection. Chapter 8 discusses the process for sending a projection. If you are going to use this application to its fullest capability, you will need to understand and know these two chapters. In our example here, you have completed and saved the Projection screen. Now get connected to your ISP and establish a secure connection and replicate this projection.

11-4. Administration folder.

a. You inform Cody that you will need his personal information so you can update the remaining screens and complete an enlistment application. From this point on, we are going to discuss the remaining screens that you will need to complete for an enlistment packet. As mentioned before, there are some screens that are for your information and do not need to be completed for the enlistment application.

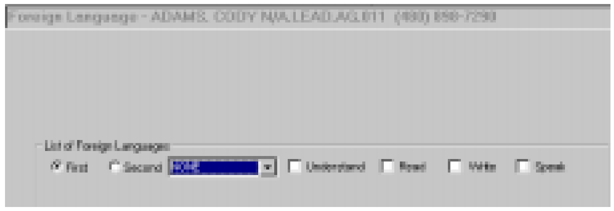


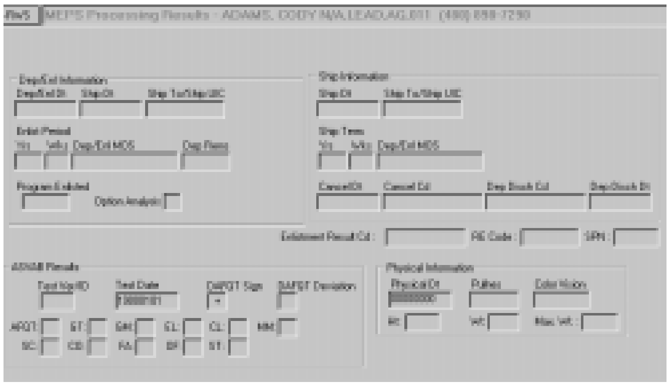
b. First, let's review the remaining Administration screens. Click on the **ARISS-RWS** tab and click on **ADMINISTRATION**. The red checkmarks indicated that you have already completed that screen. Click on **Aliases** and briefly review the information you'll need to enter regarding any aliases your applicant may have. In this case Cody Adams does not have any. But if your applicant does have an alias, enter the information. If you need to add more than one, place the blinking cursor in the **Last Name** field and then click the **Add** or **Insert Row** icon to add additional aliases.



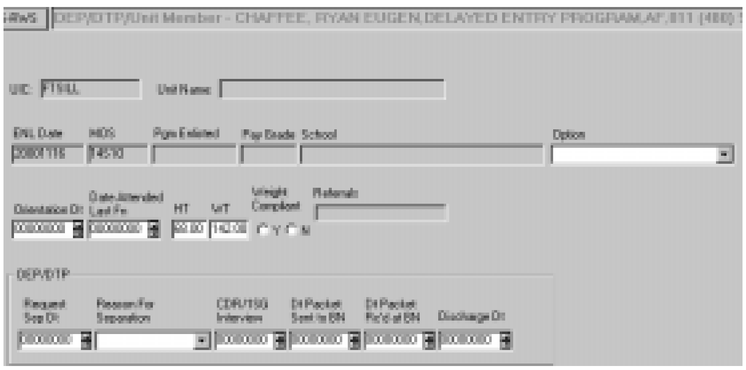
c. Click on the **ARISS-RWS** tab to get back to the menu. Now click on **Name Preference** to review the information that you may need to fill out. These two screens are self-explanatory and only need to be completed if they apply to that applicant.

d. Click the **ARISS-RWS** button. Click the **Foreign Language** icon to review the information you'll need to record if your applicant has any foreign language proficiencies. If more than one entry is required, click on the **Add** or **Insert Row** icon.



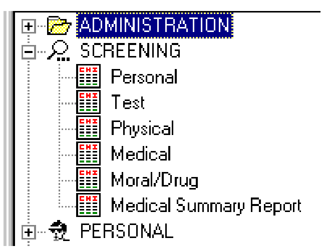


e. Click the **ARISS-RWS** tab to return to the main menu. Click the **MEPS Processing Results** icon. Notice that all of these fields are grayed out. You cannot enter any data on this screen. If you always project your applicant for all processing, this information will automatically replicate down. If your applicant had taken the SASVAB, those results would be showing where the ASVAB box is. Once the applicant takes the ASVAB test the SASVAB results will automatically be replaced with the new data.



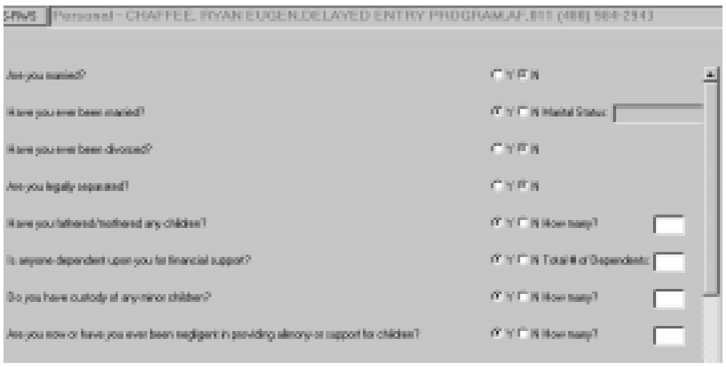
f. Click the **ARISS-RWS** tab to return to the main menu. The only screen left is the **DEP/DTP/Unit Member** screen. Unless your applicant has a Status of DEP or DTP this screen will not be available for you to review. If they have the correct Status, you would enter the information about their attending your DEP or DTP **Orientation** and track their **Ht** (Height) and **Wt** (Weight). If for some reason they requested to be discharged, you would enter the tracking information at the bottom.

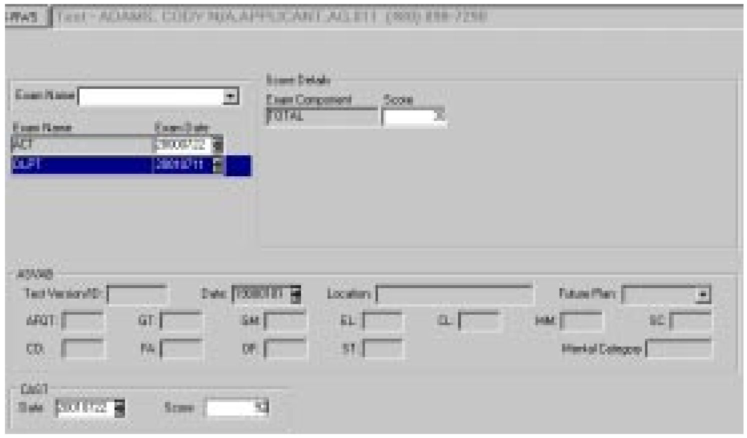
11-5. Screening folder.



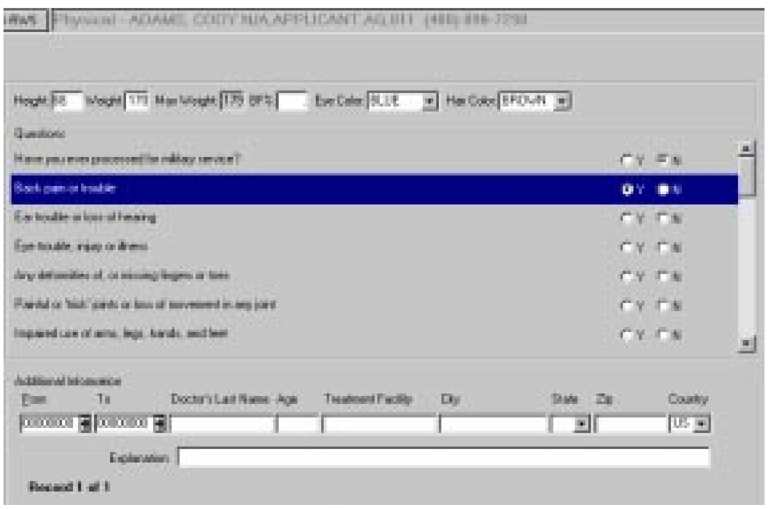
a. We have covered the different screens under Administration, so let's discuss the different screens under **SCREENING**. Start by clicking the **ARISS-RWS** tab and then click the **plus sign** by **SCREENING**. Take a few minutes to review what screens are under **SCREENING**. Let's review the first one. Click on **Personal** to review the information required on this screen.

b. Some of the questions may already be answered based on information you entered in the Prospect screen. If you answer Yes to a question, you may be prompted to complete an additional screen next to that question. Answer the questions by clicking **Y** (Yes) or **N** (No). Click the scroll bar down arrow to answer all of the questions. Once completed **Save** your work. If you forget and try to exit the screen, you will be asked if you want to save this information. Just click **Y** (Yes) or **N** (No) and continue.

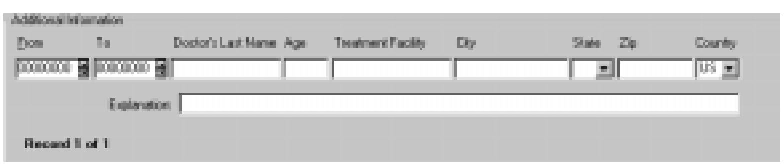




c. Click the **ARISS-RWS** tab and now click on **Test**. Take a look at the information required in the **Test** section. For example, Cody Adams has taken the **ACT**. So click **ACT** to enter the information in the **Exam Name** window. You will need to enter score and date. Continue entering any exams they may have taken. This is one area you do not need to use the Add or Insert Row function. Each time you add a new test a new line will appear. Again, the **ASVAB** data fields are grayed out. This information will be replicated to you after the applicant takes the **ASVAB** test. The **CAST** (Computerized Adaptive Screening Test**)** section refers to a testing program on your laptop. The Computerized Adaptive Screening Test (CAST) or Enlistment Screening Test is given to all prospects and is used to determine how well the individual should score on the ASVAB.



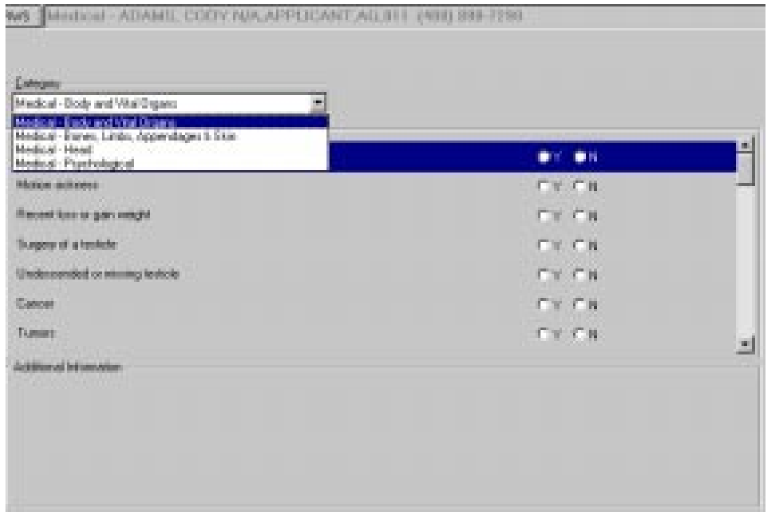
d. Let's move on to the **Physical** section of **SCREENING**. Click the **ARISS-RWS** tab and then click on **Physical**. The physical part of the enlistment packet is very important. You must make sure that you provide accurate information as it may affect your applicant's chance of enlistment, as well as special enlistment options like Airborne. Enter the **Height** and **Weight** data. In order to move to the next window, use the ***Tab*** key on your keyboard. Notice a weight has been entered in the **Max Weight** subdued window. This window will automatically populate after you've entered a **Height** and ***Tab*** to the next window. Using the drop-down arrows to select the applicant's **Eye Color** and **Hair Color**. Review and answer each of the questions shown. If you answer **Y** (Yes) to one of the questions a screen will open requesting **Additional Information**. If there are multiple entries on one of the questions, use the **Add** or **Insert Row** to record the additional information.



Use the scroll bar to answer all of the listed questions. Once you complete the **Physical** information, **Save** your work and then move on to the Medical section.

e. Again, it is crucial to accumulate as much background medical information on your applicant. This process is necessary due to the fact that the applicant needs to be in good health, both mentally and physically before entering the service. To enter the medical information, click on the **ARISS-RWS** tab and then click **Medical**.

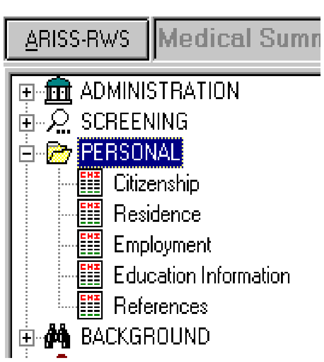
f. If you understood the process for completing the Physical information then you know how to complete the **Medical** information. Your first task is to input information on the applicant's body and vital organs. You choose this category from the **Category** drop-down arrow. There is a series of questions pertaining to each category and **Y** (Yes) or **N** (No) answers for the applicant to choose. Notice the scroll bar on the side of the question box, this means that there are more questions to answer. After you have completed a **Category**, **Save** your work. Click the **Category** drop-down arrow to select another category and answer those questions. Once you have finished answering the questions in all categories you are ready to go to the next screen.



g. Now let's work on the **Moral/Drug** section. Click the **ARISS-RWS** tab and click on **Moral/Drug**. This section consists of questions relating to your applicant's moral and drug history. Included are questions relating to civil court actions, all criminal charges and traffic citations. Once this section is completed, any charges listed will automatically populate to the appropriate form(s) for printing and security application. Take note that if there was no one else involved, you must enter ***Self*** for **Names of Parties Involved**. If there are multiple entries on one of the questions, use the **Add** or **Insert Row** icon to record the additional information.

h. Once you have completed the **Moral/Drug** information section you are through entering data under the Screening section.   The Medical Summary Report is the only option left under the Screening section. There is no information to input in this record. It merely summarizes the medical information you've already input throughout the Screening section.

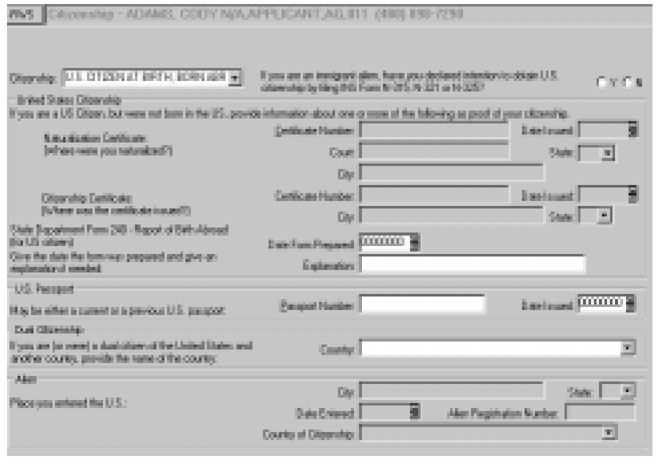
11-6. Personal folder.



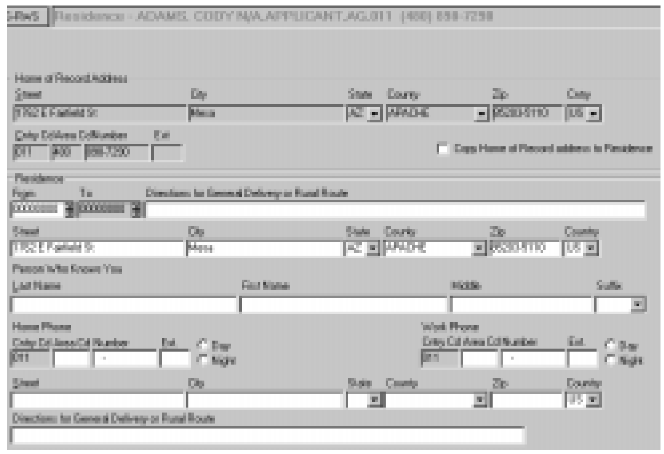
a. Let's move on. Click the **ARISS-RWS** tab and click the **minus sign** by **SCREENING** to close this section. Click on the **plus sign** next to **PERSONAL** to display the other sections that need to be completed. We now need to accumulate and record the information regarding the applicant's personal background. The majority of this information will be used to complete his or her security application. So let's get started. Click on **Citizenship**.

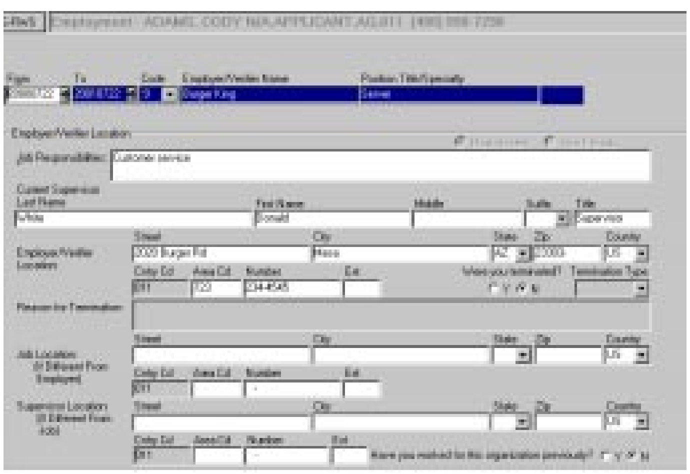
✓Several screens will require you to enter several years of information. Be very careful with the dates and ensure they run concurrent for that section.

b. The citizenship status should already be filled in based on the information you entered on the Prospect screen. If you need to change it click the **Citizenship** down arrow. Based on the **Citizenship** status you selected, you may need to complete some additional information fields. Those fields that need to be completed will open for you to enter the additional information. Those fields that are grayed out are not required based on the **Citizenship** status you selected. Now **Save** the record and go to the next screen.

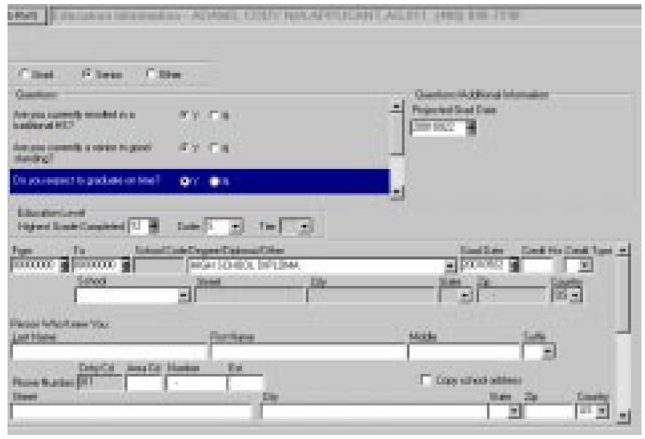


c. You've finished the **Citizenship** screen. Let's begin work on the **Residence** information. Click the **ARISS-RWS** tab and then click on **Residence.** Take a moment to review the information on the screen. Notice that the **Home of Record Address** is grayed out. Remember you entered that data on the Prospect screen. The applicant's address is already completed but you do need to enter the **Residence From** and **To** dates. You're required to record 7 years of residence information on your applicant. Now look at the other information needed on the **Residence** screen. If there are multiple addresses, use the **Add** or **Insert Row** icon to record the additional information. Now you need to **Sav**e your information and go to the **Employment** screen.



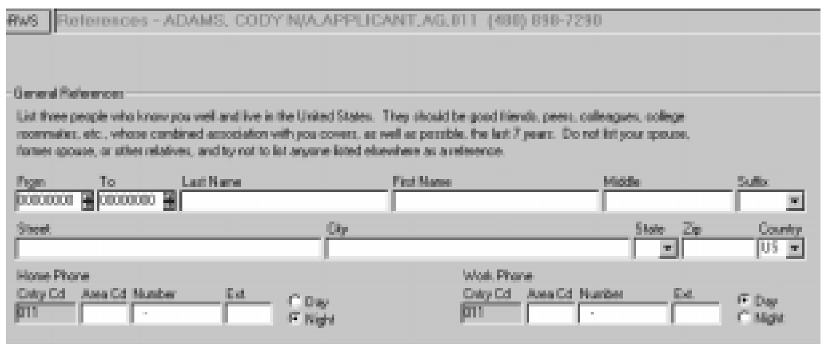


d. Click on the **ARISS-RWS** tab and then click **Employment**. Take a minute to review the information you'll need your applicant to provide. You must also record the previous 7 years of employment information or from age 16 to the present, if your applicant has worked for less than 7 years. Since this is a record of your applicant's employment history, you may need to add another record for additional employment. If there are multiple addresses, use the **Add** or **Insert Row** icon to record the additional information. If the job location and supervisor were the same as the employer, there is no need to enter anything in those windows. For periods of unemployment you will need to list a person that can verify the information in the **Current Supervisor** fields. Now **Save** this information and go to next section.



e. Click the **ARISS-RWS** tab and then click **Education Information**. In this screen, you'll record information such as whether your applicant graduated, where they went to school, highest grade level completed, and a reference of someone who knew your applicant at that school. Depending on which radio button you select, a list of questions will appear for your applicant to answer. If you answer **Y** (Yes) to some of the questions, you will be prompted for additional information. These questions are designed to get a detailed educational background. Now you'll need to record his or her **Education Level** information. Normally this information will be entered already. This information comes from the 714a screen that you completed earlier. If you were recruiting someone that had more than one school in their background, you would add another record by clicking the **Add** or **Insert Row** icon. There is no need to record the **Credit Hrs** and **Credit Type** for an HS entry, but may be required for other schools. Select the school from the drop-down arrow and enter the **Person Who Knew You**. If that person is from the school, click on **Copy school address** to enter that address. Once you are finished click **Save**.

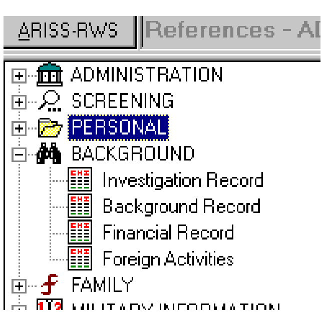
✓There was an education code change from "Z" to "F" that identifies those individuals that completed HS, but did not pass the exit exam.



f. Now let's go on to the next section by clicking on the **ARISS-RWS** tab. The next screen that needs to be completed is **References**. In this section you'll list those persons that know your applicant. Now review the information. Your applicant must supply three references. After you have entered one reference you will need to input two more. To add another reference, place the blinking cursor in the **Last Name** field and click on the **Add** or **Insert Row** icon. Enter the second and third reference. Once you have entered the three references, **Save** this information. You have now completed all the screens under **PERSONAL**. It is time to complete the next section.

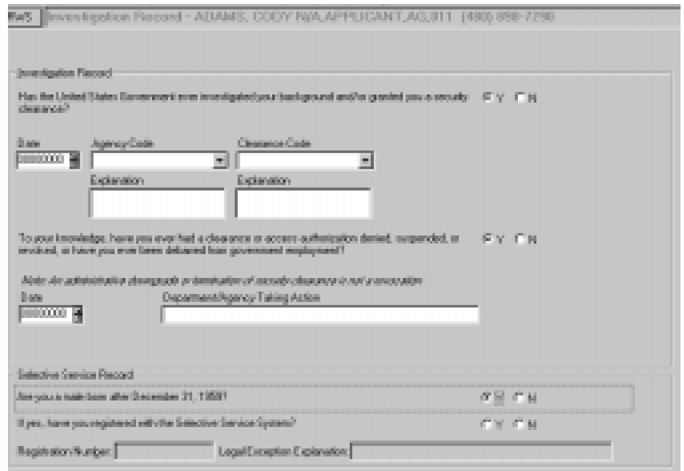
✓As you can see there is a lot of information that needs to be completed for an enlistment packet. You will need to schedule time with your applicant to gather and record all of this information. If you spend a couple of days completing the required data, ensure you annotate the Contact History each time you work on the record.

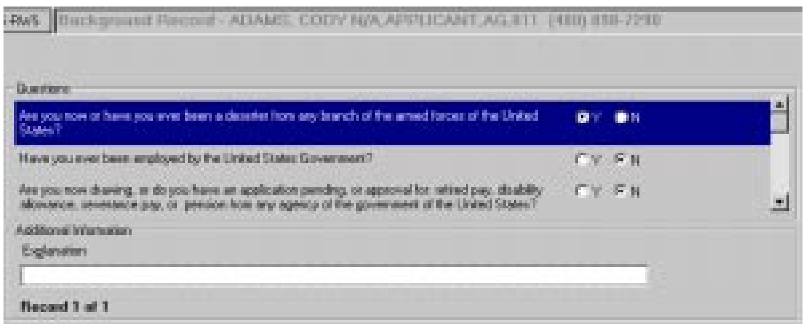
11-7. Background folder.



a. Now let's go on to the next section by clicking on the **ARISS-RWS** tab and then on **BACKGROUND**. Open the **BACKGROUND** folder by clicking the plus sign next to it. Let's work on the **Investigation Record** first.

b. Click on **Investigation Record** and review the questions on this screen that you'll need to obtain answers for. We have filled in the **Y** (Yes) answers for you to show the additional information required. If your applicant is a male born after December 31, 1959, you will need to answer the additional questions involving the **Selective Service Record**. When you finish the **Investigation Record** you are ready to **Save** this information and go to the **Background Record**.

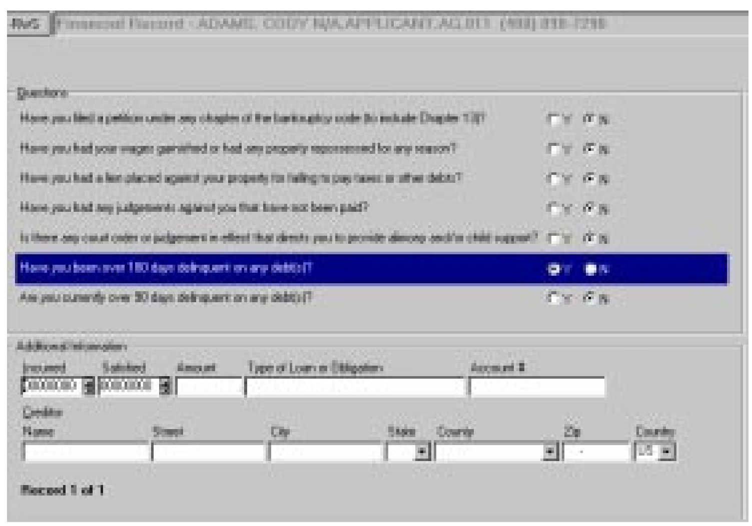


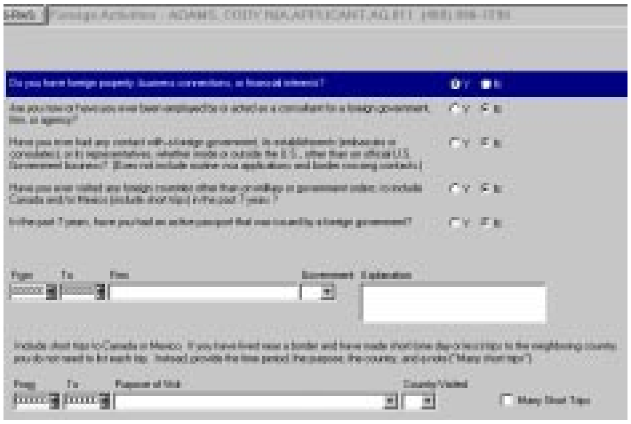


c. Click on the **ARISS-RWS** tab and then click on **Background Record**. Review the questions on this screen. Those questions that are answered **Y** (Yes) will require a further **Explanation**. Remember this information is required to complete the security clearance application. Use the scroll bar until your applicant has answered all of the questions listed on this screen. When you are finished, **Save** the data and go to the next screen.

✔It's important that you familiarize yourself with the questions on these and the other screens. Your applicant may not be able to provide all of the information for a specific question and you may have to return at a later date to complete that section.

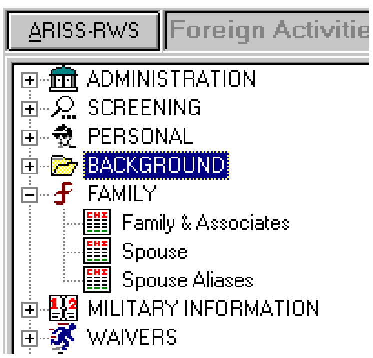
d. You've now finished the **Background Record** so let's move on to the **Financial Record**. Click the **ARISS-RWS** tab and then click on **Financial Record**. There's only one page of questions regarding the recruit's financial record. Review the questions on this page and remember, if the applicant answers **Y** (Yes) to any question, there will be additional information required.



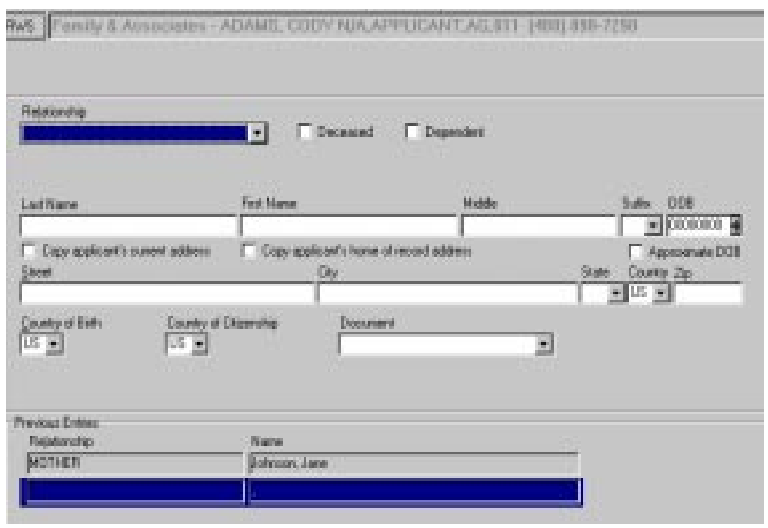


e. Now **Save** your work and go to the next screen, **Foreign Activities**. Click on the **ARISS-RWS** tab and then click on **Foreign Activities.** Take a minute to review the questions. It's important that your applicant understands and accurately answers each of the questions. Remember if your applicant answers **Y** (Yes) to any question, there will be additional information required. Now **Save** your work. You have completed the **BACKGROUND** information screens.

11-8. Family folder.

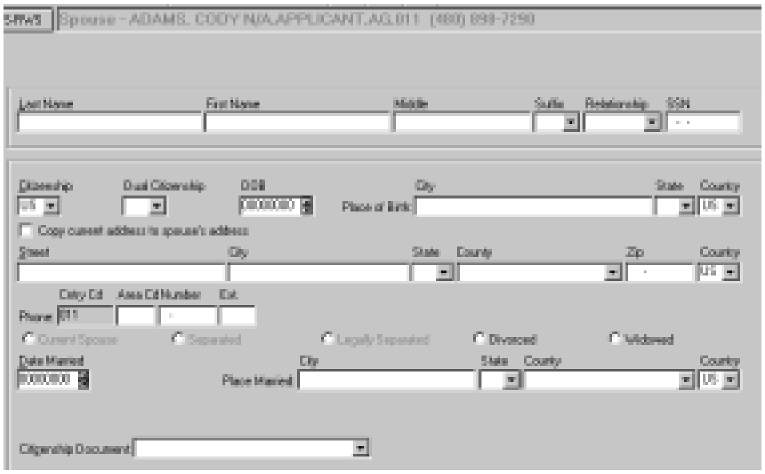


a. You only have a few more sections to complete and then you can print the applicant's enlistment packet. To go to the next section, click on the **ARISS-RWS** tab. The next section to complete is **FAMILY**. There are three screens that need to be completed under **FAMILY**. Let's start with the first one, so click on **Family & Associates**.

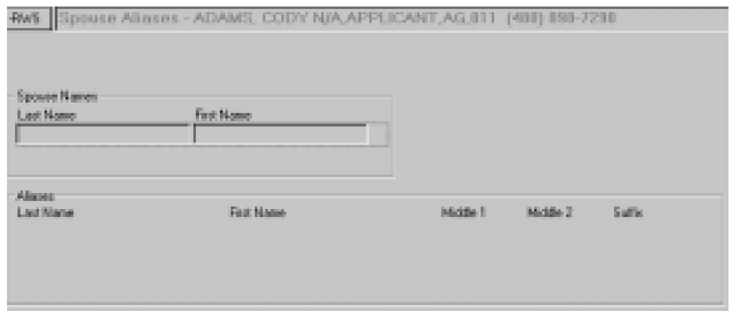


b. Start by clicking on the **Relationship** drop-down arrow and selecting a relation. When you select **MOTHER**, another box will appear asking the **Mother's Maiden Name**. Do not enter the spouse on this screen. There is a separate screen for the spouse's data. If the family member has the same address; either the applicant's current address or their home of record, you can check one of those boxes and it will automatically populate the address information. We've entered Cody Adams' Mother's information and Saved it. But you now need to enter the other family members. Once you have saved the information you need to click on the **Add** or **Insert Row** icon to enter another record. Continue entering the family member information. If any of the family members has a **Country of Birth** or **Country of Citizenship** other than US, additional screens will appear. You will need to complete the additional information and when finished click **Save**. Once you complete the **Family & Associates** screen, **Save** your information and move to the next screen.

c. Click the **ARISS-RWS** tab and then click on **Spouse**. This screen and **Spouse Aliases** is required only if the applicant is now or was previously married. Look over the information you'd need to fill in for an applicant who has a spouse. If you do not enter any data, you do not have to **Save**, just click the **ARISS-**

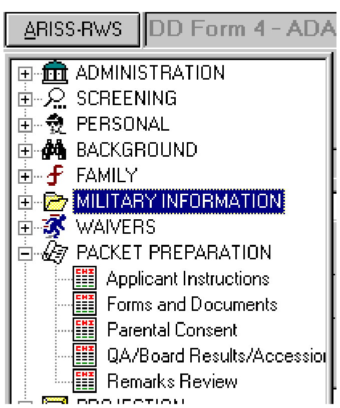


RWS tab. Let's check out the information needed in the **Spouse Aliases** screen, even though your applicant doesn't have a spouse. Click on **Spouse Aliases**. Notice the section is subdued. If you had entered a spouse, you'd be able to access these windows. Again, you don't need to **Save** because you didn't update this specific record. We have completed the **FAMILY** screens.

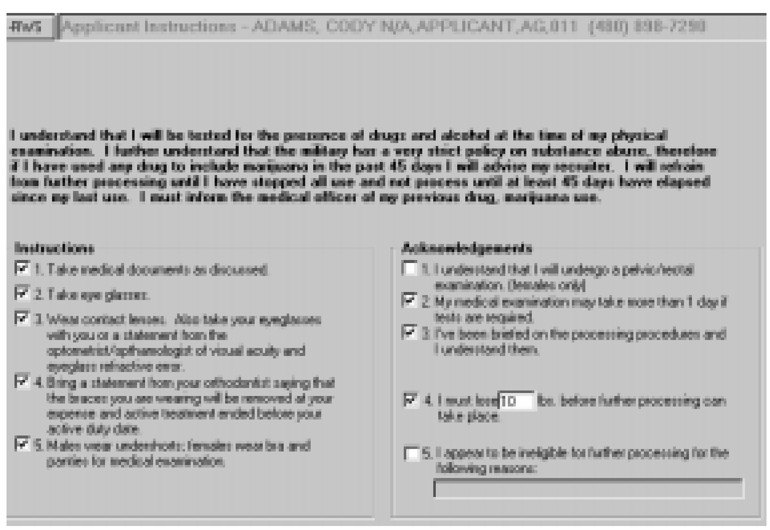


✔Click the **ARISS-RWS** tab. For those screens that were completed in total, you should see a red checkmark beside that screen title.

11-9. Packet Preparation folder.

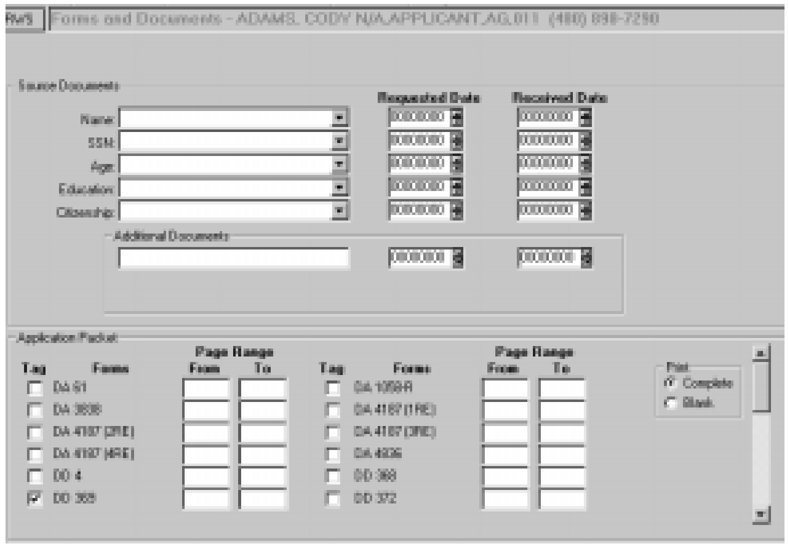


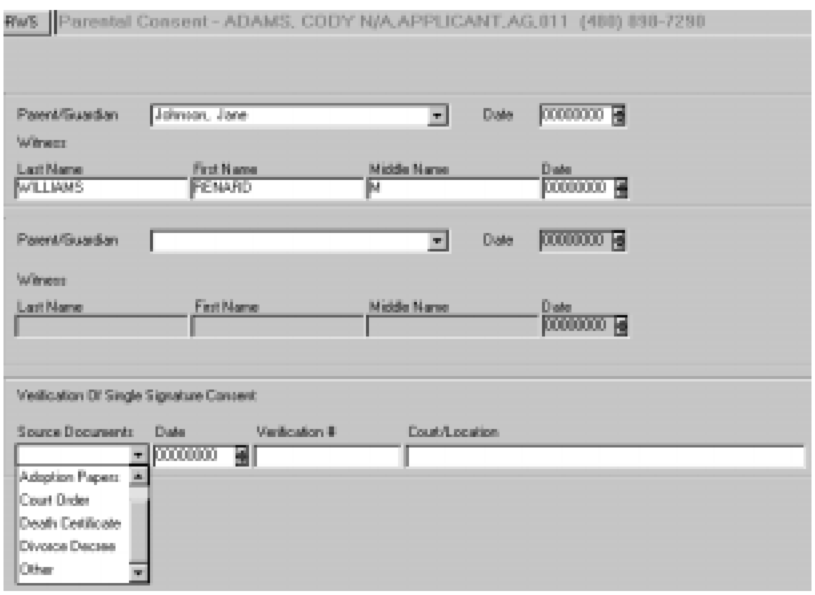
a. Now we are ready to start putting the paper packet together. First, minimize the **FAMILY** section by clicking the **minus sign** just to the left of **FAMILY**. Now go ahead and open the **PACKET PREPARATION** section by clicking the **plus sign**.



b. Click on the **Applicant Instructions** folder. Take a moment to read the information on this screen. You should be familiar with it. Brief your applicant on the data and check all statements that pertain to your applicant's processing. Now **Save** the file.

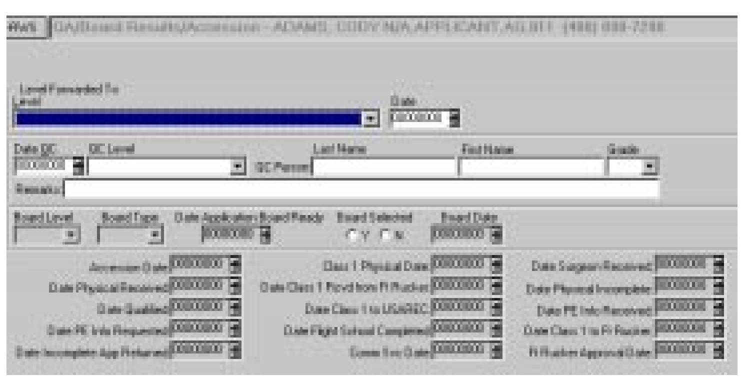
c. Exit from the **Applicant Instructions** record by clicking the **ARISS-RWS** tab. Click on **Forms and Documents**. Your applicant must provide proof of **Name**, **SSN, Age, Education,** and **Citizenship**. Click the **Source Documents** name from the drop-down arrow. Take a look at some of the options your applicant has for **Source Documents**. Select the **Source Documents** that your applicant will provide to verify those above items. Once you select the **Source Document** hit the ***Tab*** key and enter the **Requested Date**. When you receive the documents annotate the **Received Date**. Review the forms listed in the **Application Packet** section. You'll see that the **DD 369** is already checked because it's a required document. As you continue to view the forms you'll note other forms already checked. Click the scroll bar down arrow. You've now reviewed all the additional forms. You can make changes and tag any additional forms that you may need. **Save** the information. If you are connected to a printer and ready to print the packet, click the **Printer**  icon or click on **File** from the menu bar and click **Print**.



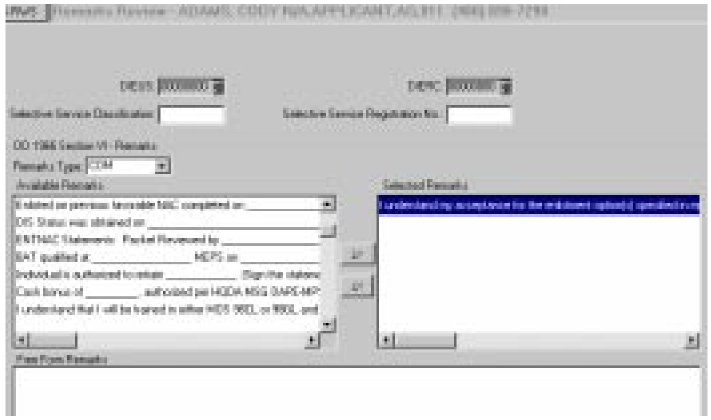


d. Once finished with **Forms and Documents** check the **ARISS-RWS** menu and see if there are any other items that you need to complete. You may need to complete the **Parental Consent** screen if the applicant is underage. Let's take a look at the **Parental Consent** screen. Review the information needed when processing someone under the age of 18. If parental consent were required, you'd be able to select the names of the parents from the drop-down arrows. You will be listed as the **Witness**, but that can be changed if necessary. If verification is coming for a single parent or guardian, you will need to have the applicant provide the source documents that you both agree upon. Enter the **Source Document** information. Once you are finished **Save** the date.

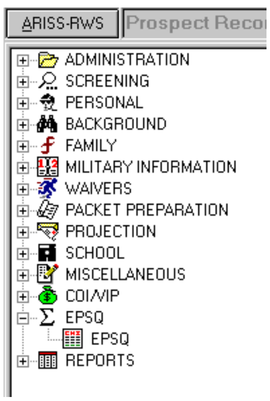
e. Let's continue to review the remaining screens under **PACKET PREPARATION**. Click the **ARISS-RWS** tab and click **QA/Board Results/Accessions**. If the applicant is an **OCS** or **WOFT** candidate, you'd be able to access this screen to record the **Board Results**. To access this screen, the Processing Option Type on the Prospect screen must be properly annotated.



f. The last item under **PACKET PREPARATION** involves the **Remarks Review**. Click on the **ARISS-RWS** tab and click on **Remarks Review** to review this screen. The **Remarks Review** allows you to add remarks to the DD Form 1966 series (Record of Military Processing - Armed Forces of the United States). This includes generic statements and a free text area for annotating comments. Currently there are no **Available Remarks** for prior service or nonprior service. If you select **COM** from **Remarks Type** you will see a list of prepared remarks. To select a remark to be printed on the DD Form 1966 series, click on the remark and then click on the greater than arrows in the center of the screen. You can enter specific remarks for an applicant's DD Form 1966 series by typing the information in the **Free Form Remarks** field.



11-10. EPSQ folder.

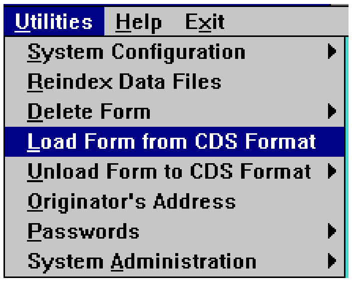


a. Since we have completed entering the applicant's information you need to complete the **EPSQ** application. You will need to validate the information that you've added in all of the previous screens. This information is used to perform background checks on all applicants. Click the **EPSQ** folder and then click on the **EPSQ** icon to launch the Electronic Personnel Security Questionnaire (EPSQ) application.

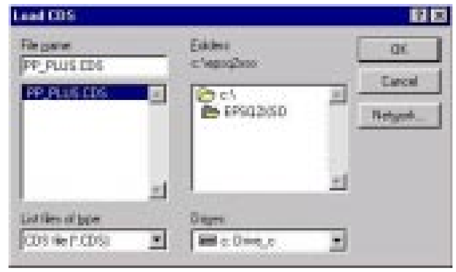
b. When you click **EPSQ**, you'll see an information box. Wait for the validation to finish reading the data. If an **EPSQ Validation Failure** screen appears, go to the identified screens and fields and make the corrections and then try again. If there are no errors found during the validation process, the EPSQ application will open to the **Login** screen.

c. If this is the first time you are accessing the **EPSQ** application you will see a dialog box for **Add Security Officer**. This is nothing more than creating a new login ID for the application. If you need to **Add Security Officer**, fill in the windows, ensure **Admin Status** is checked **Yes**, and then click the **OK** button.

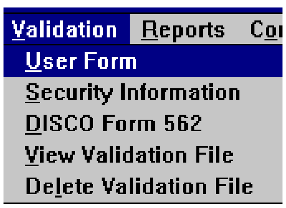
d. If not, the **EPSQ** main screen will appear and you will be prompted to enter your **User ID** and **Password** and then click **OK**.



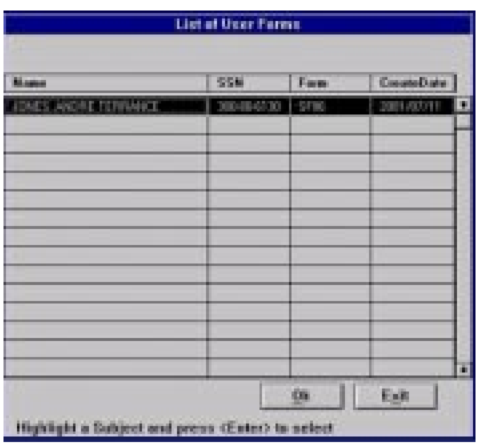
e. After logging in, you need to load the proper form from the CDS format. So click on **Utilities** on the menu bar to continue and click **Load Form from CDS Format**.



f. An information box appears showing the available form. Select the file called **PP_PLUS.CDS** and then click **OK**. You'll see an information box showing the different information being loaded.



g. After the form is loaded you will see the **EPSQ** main screen. You now need to validate the user form. So click on **Validation** on the menu bar and then click on **User Form**. When you click **User Form** on the **Validation** menu, this information box appears. If you know the Subject's SSN, you can enter it and click **OK**, or you can select your subject from a list of users. To see this list, click the **List Users** button.

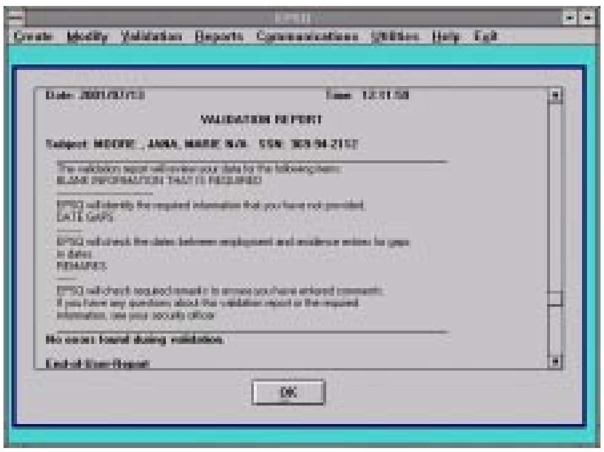


h. Click on your applicant's name from the list of users and then click **OK**. This information box appears while the form is being validated.

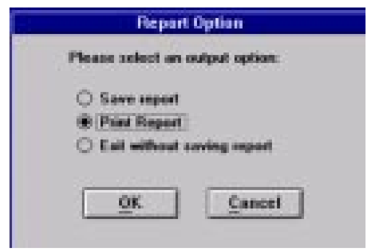
i. If no validation errors are found, this information box appears. Use it to select a report output option. In this case, you want the report formatted for output to a printer. Click on **Printer** and then **OK**. This will print the validation report to be included with the EPSQ User Form.

j. If errors are found, when you click either the **Printer** or **Screen** button, another screen will appear indicating the errors that need to be corrected. You will need to go to **Modify** from the file menu and click on **User Form** to make the modifications. Once you corrected the data you will need to follow the above steps to revalidate the form. If you do not know how to modify an EPSQ application go to the end of this chapter for assistance.

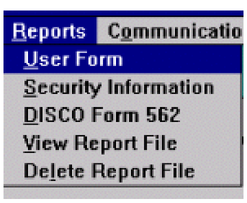
✓ You will need to provide your MEPS GC with a printed copy of the Validation Report showing zero errors and a printed copy of the User Form, so have your laptop connected to your printer.



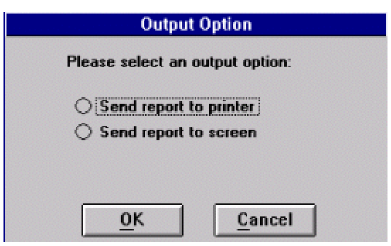
k. If you selected **Screen** and clicked **OK**, a window would appear showing how the **Validation Report** will look when printed. Click the **OK** button to continue.



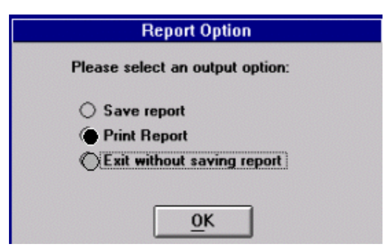
l. At this point you need to print the Validation Report. Click the **Print Report** button and then select **OK**.



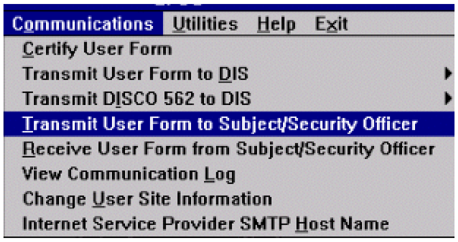
m. Now, you will need to print the EPSQ **User Form**. Start by clicking on **Reports** on the menu bar and then click on **User Form**. Once you click on **User Form** an information box appears. If you know your **Subject's SSN**, you can enter it and click **OK**, or you can select your subject from a list of users. To see this list, click the **List Users** button. Select your applicant off the list and then click **OK**.



n. Now it's time to select an **Output Option** for the report. You will need to select **Send report to printer** and click **OK**.



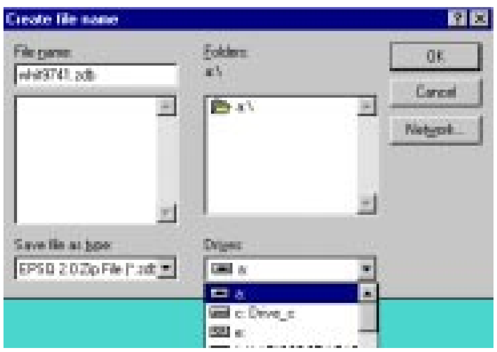
o. If you selected **Send report to screen** a screen showing the complete report would appear for review. Once you click on **OK**, a **Report Option** box will appear asking you to select an output option. Click **Print Report** and then click **OK**. You will need to follow these steps to print the EPSQ **User Form** to give to the MEPS GC.



p. Once the report is printed, you now need to save the file to a 3-1/2" floppy disk to include with the printed User Form. To save the report to the floppy disk, click on **Communications** on the menu bar. Now click on **Transmit User Form to Subject/Security Officer**.

q. An information box appears for you to create the file. You will fill in the **File name** window with the name you want for the exported report. The standard file name will consist of the first four letters of the applicant's last name combined with the last four digits of his or her SSN. This naming standard is a good way to keep track of reports.

✓Remember to take out the asterisk " * " when entering the file name. The file name can only be eight digits.

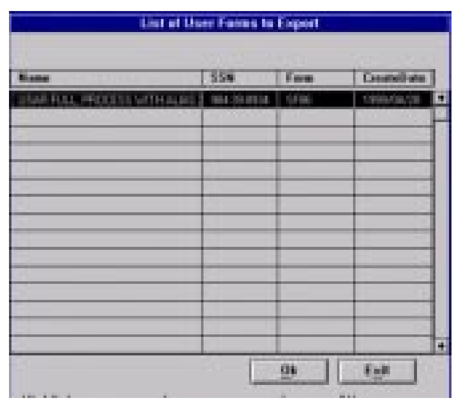


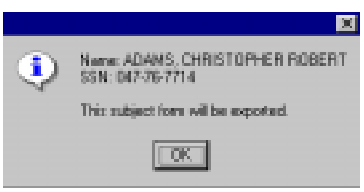
r. Next, you want to select where to save the EPSQ **User Form**. To save on a 3-1/2" floppy disk, you have to select the **"a"** drive. So click the drop-down arrow for the **Drives** and click on the **a:** drive.

✓Remember that before you switch to the "a" drive, you need to insert a disk.

s. Now that you have the correct file name and drive selected, check to ensure the **Save file as type** is displaying **EPSQ 2.0 Zip File (.zdb)**. It should default to this file type, but you may need to select from the drop-down arrow if something different is showing. Now click **OK** to continue saving your file.

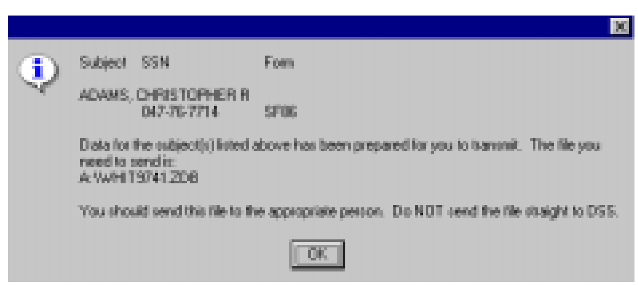
t. A screen will appear showing the **List of User Forms to Export**. It will show the applicant's name and SSN so you can confirm that you're exporting the correct report. Highlight the applicant and then click **Ok** to continue.





u. An information box appears requiring you to verify the file being exported. Click **OK**.

v. Another confirmation box appears informing you that the file is ready to transmit. It should show the drive, file name, and the correct **.zdb** file extension. If this is correct, click the **OK** button to continue.

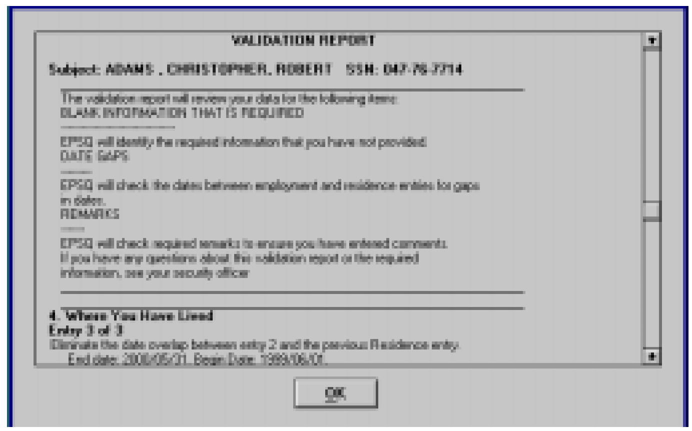


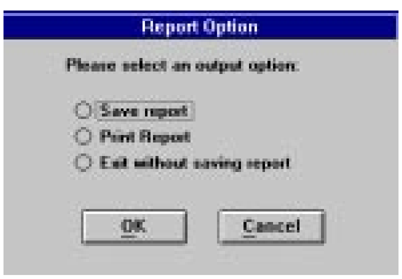
w. Remove the 3-1/2" floppy disk and include it with the printed documents to be given to your

MEPS GC. Go ahead and exit **EPSQ** by clicking on **Exit** on the menu bar and then **User Logout**. To close the **EPSQ** application, click **Exit** again and then **Quit EPSQ**.

x. The EPSQ application was designed and developed by the Defense Security Service. The ARISS-RWS Leads-Reports application was designed to take the information you entered and copy it to the appropriate fields in the EPSQ. There may be times you did not receive a validation error from the ARISS-RWS Leads-Reports application, but you will get a validation error in EPSQ. We mentioned earlier that you would have to modify the EPSQ application to eliminate those validation errors. The next few steps will show you how to modify the application. Once you have completed the modification, you will need to revalidate and print the Validation Report showing zero errors and print the User Form Report. Do not turn in an incomplete or nonvalidated report to your MEPS GC. It will only slow down your applicant's processing.

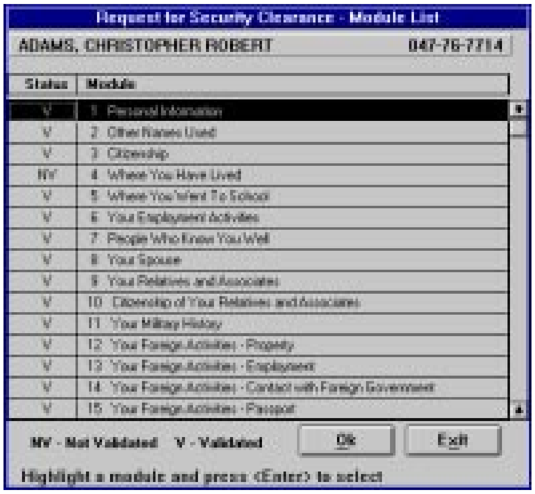
y. To modify an **EPSQ** application you will need to know what error was found. When the **Validation** screen appears identifying an error, click on **Screen** and then click **OK**. Scroll down until you see the error message. The message will be very specific as to what item was found in error. Click **OK** to continue.





z. You will be given an option to **Save report, Print Report,** or **Exit without saving report**. If you only had one error, this will be easy to remember, so click **Exit without saving report** and click **OK**. If you have several errors to correct, recommend that you select **Print Report** and then click **OK**. This will give you a reminder of the different errors found during validation.

aa. Now you will need to click on **Modify** from the menu bar and click on **User Form**. Once you click on **User Form** an information box appears. If you know your **Subject's SSN**, you can enter it and click **OK**, or you can select your subject from a list of users. To see this list, click the **List Users** button. Select your applicant off the list and then click **OK**.



ab. The **Module List** will appear identifying the status of the different modules. Review the list for the **Modules** that have a **Status** of **NV**. Highlight the **Module** that has an **NV** Status and then click **Ok**. This is where your memory is either good or bad. Either way you will need to review that **Module** and make the correction. Once you have made the correction, **Exit** the **Module List** and revalidate the report. You should receive a **Validation Report** showing zero errors and can continue completing the EPSQ application.

ac. Over the past couple of years, we have identified a few areas that may cause you problems with getting your applicant's EPSQ application completed. The known problems are listed below:

✓ The first question of module five of the EPSQ application asks, "Have you attended school beyond Junior High School within the last 5 years." When the EPSQ is printed the form asks for the last "10 years." The application has the correct question and the printed form is wrong. Per the Defense Security Service hot line you must line through the 10 and enter 5 on the form.

✓ If the applicant doesn't know who his father is and entered "unknown" in ARISS-RWS Leads-Reports but it still errors off in EPSQ. The solution is to enter UNK for the father's first name. This is in module 9. When you do this the following message appears: "Since you do not know the name of this family member, no other information is required. Press OK to move to the next screen."

✓ EPSQ is showing validation errors in different modules and when you go to modify to check the information, they find that the data is there. If the information is there, use the Enter key and go through all the fields and then revalidate the application.

✓ EPSQ is showing a validation error on the employment module with an error message that employment must go through present. This is a known problem with EPSQ accepting an applicant that is currently working two jobs at the same time. Only one job can have a present date and all others must show an actual TO date on the record. You can make the correction in ARISS-RWS Leads-Reports or EPSQ.

✓ Accessing EPSQ and a message appears stating you are already logged in and shows only an OK button. This occurs when your login account has not been set up properly with ADMIN Status checked NO. Contact your Rctg Bn IMS and have them login and change your ADMIN Status from NO to YES.

✓ Accessing EPSQ and a message appears stating you are already logged in, do you still wish to login, and shows a Yes or No button. This happens when you fail to logoff and then exit EPSQ. Hit the Yes button and continue processing your EPSQ packet.

✓ You cannot get the record to save to a disk after completing and printing the EPSQ packet and validation sheet. Attention to the drive selection is necessary to ensure the file is being saved to the "A" drive and that the file name is only eight characters. In most cases, the file name is showing nine characters with an asterisk " * " being the ninth character.

✔ EPSQ is showing a validation error stating the history must start at the beginning of the investigation scope. The start date for employment, references, residences, etc., must go back 7 years or to the applicant's sixteenth birthday. This should be corrected in ARISS-RWS Leads-Reports and sent back through to correct this problem in EPSQ. However, you can make the correction in EPSQ. Remember that the beginning of the investigation scope is 7 years prior to their sixteenth birthday.

✔ EPSQ is showing a validation error on the references module with an error that the country name cannot be blank. This error occurs when you list a reference with a foreign address. The question in ARISS-RWS Leads-Reports is for three people who know you well and live in the US. Ensure all references have a US address.